**Dr. Crooks**

* Scheduling
  + Master Schedule with teaching assignments of 10-12
  + Run Simulations
  + Hand Schedule
  + Schedule changes-Counselors
  + Homeroom Assignments
* Student Services
  + Counselors
  + Enrollment-Counselors, Jackson, and Boling
  + Registration
  + Course Catalog
  + Scholarships
  + Academic concerns regarding students and parents
  + Data Manager-Scarlett
* Esis
  + Testing and Accountability-Charlie
* Instruction and Curriculum
  + AP Courses
  + Call the names at Graduation
  + Credit Recovery
  + Graduation Project
  + IMPACT-Budget
  + MOODLE-Holland
  + NCVPS
  + Nova Academy
  + PEPs
  + Report Cards- Boling
  + Senior Board Night
  + Summer Recovery and Credit Recovery
  + Technology and Instruction-Webster
* Staffing
  + Beginning Teachers-Ms. Saunders and Ms. Humphrey
  + CEU Approval
  + Design PD, Schedule & Deliver
  + Observation Schedule for Certified Staff
  + Observations
  + Manage PLCs
    - Establish schedule
    - Progress Monitor
  + PDPs
  + Staffing
  + Walkthrough Instrument
* Buy the snacks when allowed
* Home Football Games
* Analyze, Interpret and Use Data
* Professional Development with Mock
* Departmental Oversight: English, Math, ESL, Zoo School